



OPI's TRAFFIC EDUCATION DATA & REPORTING SYSTEM or TEDRS

How to fill out and submit your
Traffic Education Student List and
Program forms
ONLINE

Log on to <http://data.opi.mt.gov/TrafficEducation/>

Welcome to TEDRS!

If you are a traffic education (TE) teacher, district clerk, secretary or superintendent, you can submit these forms and reports online:

- ☐ **TE01 Program Application**- Due August 1 or before TE program begins.
- ☐ **TE03 Certification & TE04 Student Lists** – Submit to the OPI when class completes. These forms are now combined and build together as the class progresses.
 - ☐ Notices of Participation are printed and submitted to the Driver Examiner with the TELL test forms when TELL permits are issued.
 - ☐ Notices of Completion are printed and submitted to the Driver Examiner at the end of each TE class.
 - ☐ CDTP-approved programs can print TELL permits.
 - ☐ Reimbursement Requests are submitted online to OPI when the TE03 Certification and TE04 Student list forms are completed.
- ☐ **TE06 Year End Report** – Due before July 10 with program and budget information for annual August reimbursement. Programs completing after June 30 will be reimbursed in August of the next fiscal year.

Getting Access to TEDRS

Programs: Traffic Education

<http://opi.mt.gov/Programs/DriverEd/>

Information and resources for educators, parents and teens on driver education and teen driver safety.

To log on to TEDRS, click this bar on the Traffic Education page on the OPI's website.



TRAFFIC EDUCATION DATA & REPORTING SYSTEM



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

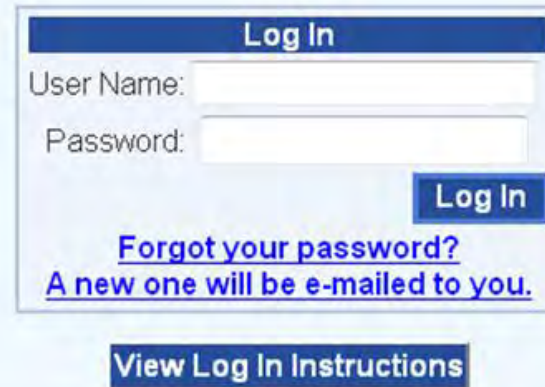
opi.mt.gov

Getting Access to TEDRS

OPI Traffic Education Data and Reporting System (TEDRS)

USER NAME: TEDRS users need a user name and password to enter Traffic Education forms and reports.

Send an e-mail to Patti Borneman at pborneman@mt.gov to set up your TE account. Include your name, email address, phone number, and school district.




The screenshot shows the TEDRS login interface. At the top is a blue header bar. Below it is a white box with a blue border. Inside this box, there is a blue header bar with the text "Log In". Below the header, there are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue button with the text "Log In". Below the input fields, there is a blue link that says "Forgot your password?" followed by the text "A new one will be e-mailed to you." in blue. At the bottom of the white box is a blue button with the text "View Log In Instructions".

PASSWORD: To access TEDRS, follow the instructions sent to you by the OPI Security Officer and establish your password for the first time. If you ever forget your password, go to the log on screen and click on "[Forgot Your Password?](#)," enter your username, and a temporary password will be emailed to you. Once in the system, go to Administration, Change Password, and create your own new password.

After approval of TE01 Program Application, enter TE03 Certification and TE04 Student List

The forms build
together in TEDRS.

**TE03/TE04 ARE DUE TO THE
OPI UPON COURSE
COMPLETION**



Return to: David Huff
Traffic Education Programs
Office of Public Instruction
Denise Juneau, State Superintendent
PO Box 242091
Helena, MT 59624-0591

NOTE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to OPI. Keep a copy for your records.

ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.13.300).

**TE01 Application for Approval
Traffic Education Program for Young Novice Drivers
For 2010-2011 School Year
Including 2011 Summer Program**

District Superintendent's Name: Katy Logan

District Name: Drummond HS

School Name: _____

Mailing Address: Box 348, 100 West Edwards

City: Drummond Zip: 59632

I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval as a traffic education teacher prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.300(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:
Obenlander, James J.

II. REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

| PROGRAM | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. Consists of at least sixty (60) hours of instruction, six (6) of which must be driving | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Each student will receive instruction on at least 25 separate days | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. All phases of the program will be taught integrated or concurrently (classroom and driving will be taught simultaneously) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. All phases of the program will be taught integrated or concurrently (classroom and driving will be taught simultaneously) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Each student will possess a proper license or permit to legally operate a vehicle on Montana highways | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. All phases of the program will be taught integrated or concurrently (classroom and driving will be taught simultaneously) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. The district traffic education course is based on a current curriculum guide approved by the Office of Public Instruction | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Participates in the Cooperative Driver Training Program (CDTP) for driver licensing purposes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

VEHICLES

| | | |
|---|-------------------------------------|-------------------------------------|
| 11. Do you own your traffic education vehicle(s)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. If you answered "no" to number 11, does the district use the "Motorist/Owner Vehicle Use Agreement" or its equivalent when a loan vehicle is obtained via a vehicle dealer? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Is the vehicle(s) properly insured? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Vehicles will be equipped with a fire extinguisher, and an accident report form | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. The vehicle will be properly marked from the rear of the vehicle with an appropriate sign used exclusively for traffic education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

ORGANIZATION

16. Indicate the start and completion dates for each program you conduct: (must be scheduled so each student receives instruction on at least 25 days.)

| | Semester | Start Date | Completion Date |
|---|--|--|--|
| 17. Indicate when the following will be taught: | Classroom: | <input type="checkbox"/> Before school | <input type="checkbox"/> During school hours |
| | Behind-the-Wheel: | <input type="checkbox"/> Before school | <input type="checkbox"/> During school hours |
| | Other: | <input type="checkbox"/> Before school | <input type="checkbox"/> During school hours |
| 18. Indicate the number of hours of instruction given each student for each of the following: (must total 60 hours, 6 of which must be BTW) | Classroom: 42.00 | Observation: 12.00 | Behind-the-Wheel (BTW): 6.00 |
| 19. DAYS: 25 | Simulation: .00 | Other: 00.00 | TOTAL HOURS: 120.00 |
| 20. Indicate approximate 8th grade population: 21 | 21. How many students do you expect to enroll over application period?: 20 | | |

TE01(046) Questions? Call (888) 231-8393 ext. 4432 or e-mail dhuff@mt.gov



TE03 Certification & TE04 Student List

GETTING STARTED

Log on to <http://data.opi.mt.gov/TrafficEducation/>

Click Data Entry and select Student List

OPI Traffic Education Data and Reporting System (TE)

Home Data Entry Reports Administration Logout

Traffic Education

School Year: 2013 District:

Need Help? Download User Guide

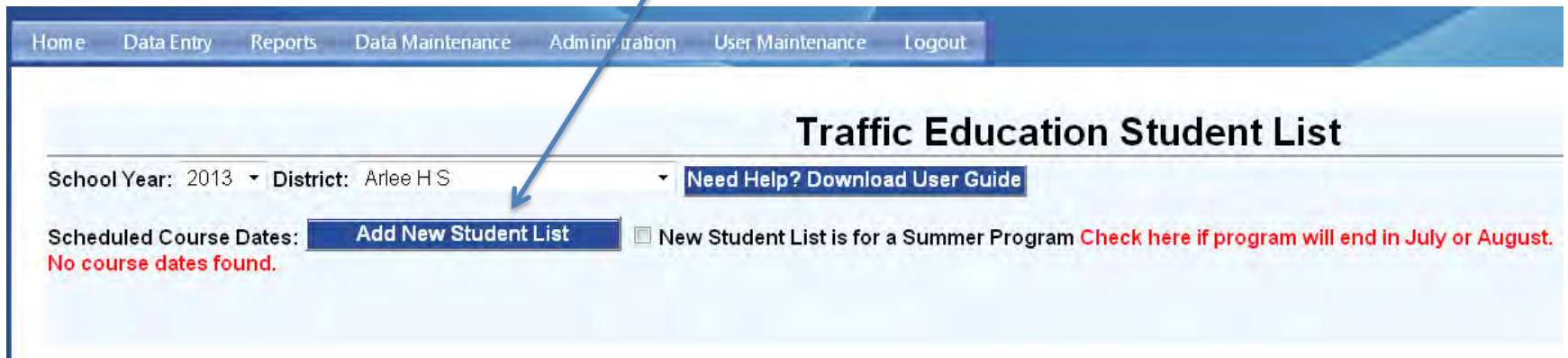
Defaults to current school year. If summer class starts after July 1, choose the next school year.

Find your school in the district dropdown box and select.

TE03 Certification & TE04 Student List

Add New Student List

Click on the **Add New Student List** button to start



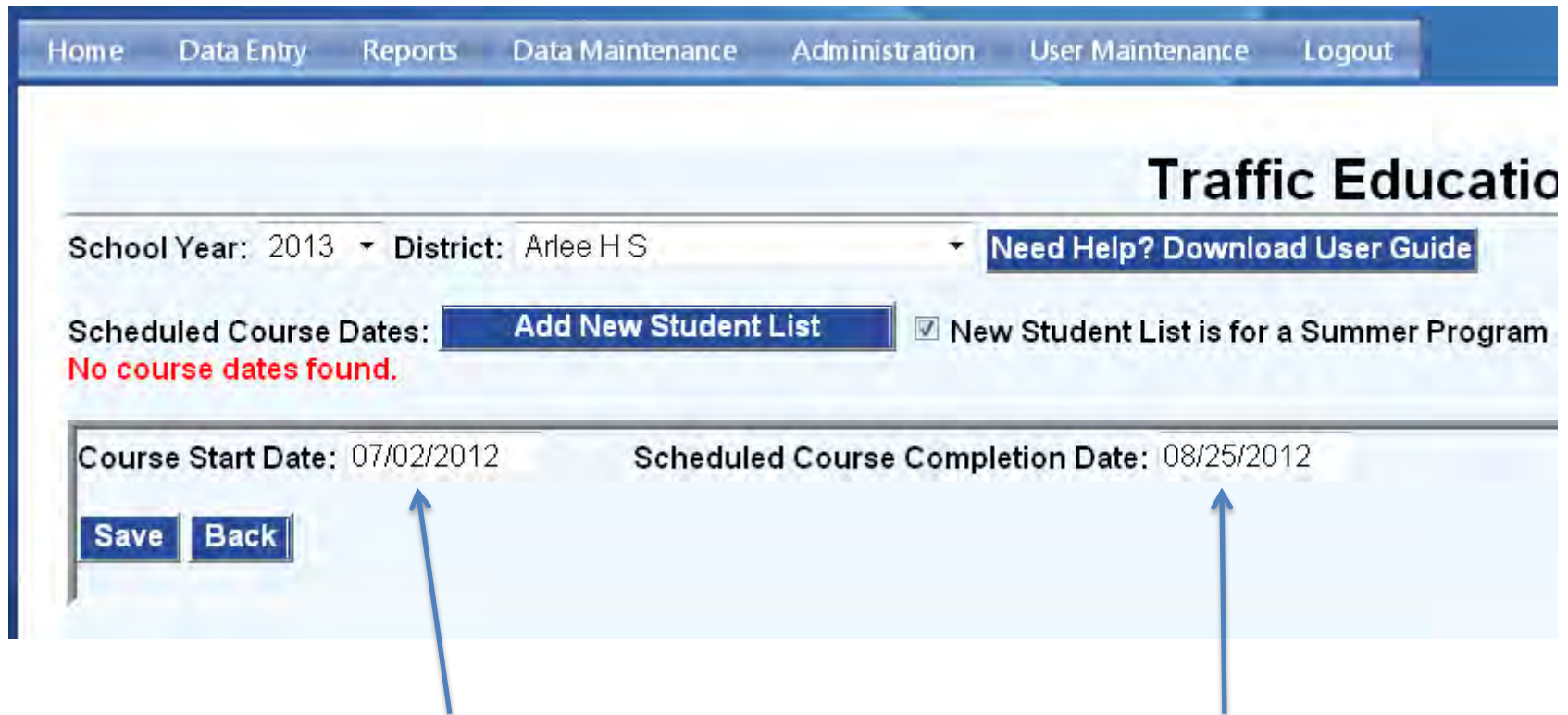
The screenshot shows the 'Traffic Education Student List' web application. At the top is a navigation bar with links: Home, Data Entry, Reports, Data Maintenance, Administration, User Maintenance, and Logout. Below the navigation bar, the title 'Traffic Education Student List' is centered. Under the title, there are two dropdown menus: 'School Year: 2013' and 'District: Arlee H S'. To the right of these is a button labeled 'Need Help? Download User Guide'. Below the dropdowns, there is a section for 'Scheduled Course Dates:' which shows 'No course dates found.' and a prominent blue button labeled 'Add New Student List'. To the right of this button is a checkbox labeled 'New Student List is for a Summer Program' followed by the text 'Check here if program will end in July or August.' in red.

- *If the Student List is for a Summer course ending in July or August, check the box “New Student List is for a Summer Program”*
- *If you are unable to add a new Student List your TE program may not be approved for this school year.*

*Go to <http://opi.mt.gov/Programs/DriverEd> and click on **School Program Schedule** to check your TE program status.*

TE03 Certification & TE04 Student List

Enter Start and Completion Dates



The screenshot shows a web application interface for Traffic Education. At the top is a navigation bar with links: Home, Data Entry, Reports, Data Maintenance, Administration, User Maintenance, and Logout. Below this is a header section titled "Traffic Education". Under the header, there are two dropdown menus: "School Year: 2013" and "District: Arlee H S". To the right of these is a button labeled "Need Help? Download User Guide". Below the dropdowns, there is a section for "Scheduled Course Dates:" with a button "Add New Student List" and a checkbox labeled "New Student List is for a Summer Program". Below this, the text "No course dates found." is displayed in red. The main form area contains two input fields: "Course Start Date: 07/02/2012" and "Scheduled Course Completion Date: 08/25/2012". Below these fields are two buttons: "Save" and "Back". Two blue arrows point from the text below to the date input fields.

Home Data Entry Reports Data Maintenance Administration User Maintenance Logout

Traffic Education

School Year: 2013 District: Arlee H S [Need Help? Download User Guide](#)

Scheduled Course Dates: [Add New Student List](#) ☒ New Student List is for a Summer Program

No course dates found.

Course Start Date: 07/02/2012 Scheduled Course Completion Date: 08/25/2012

[Save](#) [Back](#)

Enter the **course start date** and the **scheduled course completion date**.
Click **SAVE**, then **BACK**.

TE03 Certification & TE04 Student List

Select Student List

Home Data Entry Reports Data Maintenance Administration User Maintenance Logout

Traffic Education Student List

School Year: 2013 ▾ District: Arlee H S ▾ [Need Help? Download User Guide](#)

Scheduled Course Dates: [Add New Student List](#) ☒ New Student List is for a Summer Program Check here if program will end in July or August.

| Start Date | Completed Date | Instructor | School | Certified Notice of Participation | Certified TEP/TELL Permits Issued | Certified Notice of Completion | Certified Reimbursement Request | |
|------------|----------------|------------|--------|-----------------------------------|-----------------------------------|--------------------------------|---------------------------------|------------------------|
| 07/02/2012 | 08/25/2012 | | | No | No | No | No | Select |

This is your school's Student List "home" screen.
Click **SELECT** to open the Student List.

TE03 Certification & TE04 Student List

Step 1: Input Student List

School Name, Start Date, Instructor(s) Name

Select school and verify **Date Course Started** is correct. Check box. Click **SAVE**.

The screenshot shows a web application interface for TE03 Certification & TE04 Student List. At the top, a red navigation bar contains four tabs: "1. Input Student List", "2. Issue TE Learner Permits", "3. Input Completion Dates", and "4. Confirm Final Stu". Below the navigation bar, the "Student List Status:" label is followed by the "1. Input Student List" tab. The main form area includes a "School:" dropdown menu with "Arlee High School" selected, a "Date Course Started:" text box with "07/02/2012", a checked checkbox labeled "Date Course Started is Correct", and a "Scheduled Course Completion Date:" text box with "08/25/2012". A blue "Save" button is located to the right of the completion date. Below these fields, there is an "Instructor:" dropdown menu and a blue "Add Instructor" button. To the right of the "Add Instructor" button, a text box contains the instruction: "Find instructor in dropdown box and click **Add Instructor** button." Below the "Instructor:" dropdown, there is a table titled "Instructors:" with two columns: "Instructor Name" and "Delete". The table contains one row with the name "CARNEY, SUSAN M" and a "Delete" button. To the right of the table, a text box contains the instruction: "Name appears here." Blue arrows point from the instructional text to the corresponding UI elements: from "Find instructor in dropdown box and click **Add Instructor** button." to the "Add Instructor" button, and from "Name appears here." to the "Delete" button in the table.

Student List Status: 1. Input Student List 2. Issue TE Learner Permits 3. Input Completion Dates 4. Confirm Final Stu

School: Arlee High School

Date Course Started: 07/02/2012 ☒ Date Course Started is Correct Scheduled Course Completion Date: 08/25/2012 **Save**

Instructor: **Add Instructor** Find instructor in dropdown box and click **Add Instructor** button.

Instructors:

| Instructor Name | Delete |
|-----------------|--------|
| CARNEY, SUSAN M | Delete |

Name appears here.

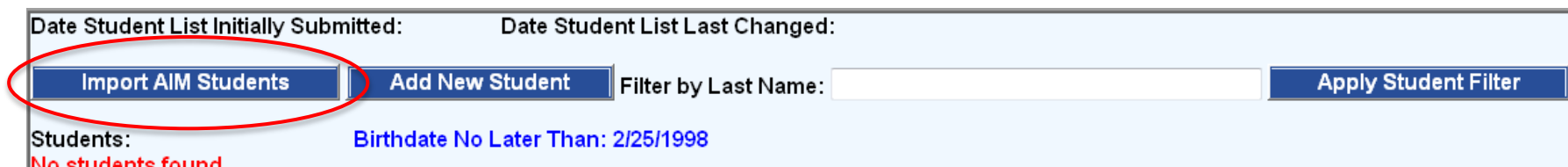
Select teacher(s) and click the **ADD INSTRUCTOR** button.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Select Students using AIM List

Now you are ready to import or enter the students enrolled in the class.



Date Student List Initially Submitted: Date Student List Last Changed:

Import AIM Students **Add New Student** Filter by Last Name: **Apply Student Filter**

Students: Birthdate No Later Than: 2/25/1998

No students found

- To **Import AIM Students**, click on the button to select students enrolled in the district. All students of eligible age will be listed. Click **SELECT** to add the student. The Student List will alphabetize automatically.
- To search, type the first 1 - 3 letters of a student's last name in the **Filter by Last Name** field and click **Apply Filter**.
- You can sort the AIM list by **Last Name** rather than grade.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Add Students Manually

Students not on the AIM list can be entered manually.

Click the **Add New Student** button to open the entry screen shown below.

Import AIM Students **Add New Student** Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

| Last Name | First Name | Middle Name | Birthdate | Date Course Started | | |
|----------------------|----------------------|----------------------|----------------------|---------------------|--------|--------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 07/02/2012 | Update | Cancel |

- Refer to the *Birthdate-No-Later-Than* message for the age eligibility of the student. Students must be age 14.5.
- Middle Names are optional unless your Driver Examiner requires them.
- Click **UPDATE** to accept the entry.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Check *Notice of Participation* for TE03 Certification

Import AIM Students

Add New Student

Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

| Last Name | First Name | Middle Name | Birthdate | Date Course Started | | |
|-----------|------------|-------------|------------|---------------------|------|--------|
| Rankin | Jeannette | Pickering | 06/11/1980 | 07/02/2012 | Edit | Delete |
| Toole | Kenneth | Ross | 08/08/1980 | 07/02/2012 | Edit | Delete |

☒ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): (Last Name): Title:

Certified:

When the list is done, enter your name, title, and phone number,
and check the **Notice of Participation** box.

Click **SAVE** at the bottom of the screen. *You are done with Step 1!*

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner Permits

Enter TEP and/or TELL Dates

Only those districts with CDT certification can administer the TELL test and issue permits.*

Date Student List Initially Submitted: Date Student List Last Changed:

[Import AIM Students](#) [Add New Student](#) Filter by Last Name: [Apply Student Filter](#) [Clear](#)

Students: **TEP Issue Date:** **TELL Issue Date:** [Assign Date\(s\) to ALL Students](#) Birthdate No L

Knowledge option will be checked if this is a CDT Program.

| Last Name | First Name | Middle Name | Birthdate | Date Course Started | TEP Issue Date | TELL Issue Date | Waive Test Knowledge | | |
|-----------|------------|-------------|------------|---------------------|----------------|-----------------|----------------------|----------------------|------------------------|
| Rankin | Jeannette | Pickering | 06/11/1980 | 07/02/2012 | | | No | Edit | Delete |
| Toole | Kenneth | Ross | 08/08/1980 | 07/02/2012 | | | No | Edit | Delete |

Enter the date(s) the TEP and/or the TELL were issued.

Click **Assign Date(s) to ALL Students**.

[Import AIM Students](#) [Add New Student](#) Filter by Last Name: [Apply Student Filter](#)

Students: **TEP Issue Date:** 07/02/2012 **TELL Issue Date:** 08/01/2012 [Assign Date\(s\) to ALL Students](#) Birthdate No L

Knowledge option will be checked if this is a CDT Program.

| Last Name | First Name | Middle Name | Birthdate | Date Course Started | TEP Issue Date | TELL Issue Date | Waive Test Knowledge | | |
|-----------|------------|-------------|-----------|---------------------|----------------|-----------------|----------------------|--|--|
|-----------|------------|-------------|-----------|---------------------|----------------|-----------------|----------------------|--|--|

* CDT: Cooperative Driver Testing Program

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner Permits

Certify Permits Issued and Print Student List for Driver Examiner or County Treasurer

| Last Name | First Name | Middle Name | Birthdate | Date Course Started | TEP Issue Date | TELL Issue Date | Waive Test Knowledge | | |
|-----------|------------|-------------|------------|---------------------|----------------|-----------------|----------------------|----------------------|------------------------|
| Rankin | Jeannette | Pickering | 06/11/1980 | 07/02/2012 | 07/02/2012 | 08/01/2012 | Yes | Edit | Delete |
| Toole | Kenneth | Ross | 08/08/1980 | 07/02/2012 | 07/02/2012 | 08/01/2012 | Yes | Edit | Delete |

☒ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is established with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): (Last Name): Title: Daytime Phone:
 Certified: [8/16/2012](#)

☒ TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above. If I am a Driver Examiner, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Entered By (First Name): (Last Name): Title: Daytime Phone:
 Date Certified:

Verify that information is correct. Edit individual students as needed.
 Check TEP/TELL box and click **SAVE**. *You are done with Step 2!*

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner License

Districts with CDT* certification can administer the TELL test and issue permits.

Click the **Print TELL Permits** under the Certification sections

* CDT: Cooperative Driver Testing Program

Montana Department of Transportation
MVD
Motor Vehicle Division
Safety • Efficiency • Responsibility

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Jeannette Pickering Rankin

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 05/11/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013

Examiner / Station /
Instructor: _____ School: Arlee High School Date: _____

Montana Department of Transportation
MVD
Motor Vehicle Division
Safety • Efficiency • Responsibility

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Kenneth Ross Toole

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 08/08/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013

Examiner / Station /
Instructor: _____ School: Arlee High School Date: _____

Save

Back

Student List saved successfully.

Print Student List

Print Certificates of Completion

Print TELL Permits



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

TE03 Certification & TE04 Student List

TE03/04 Certification & Student List

Ready for Driver Examiner or County Treasurer

Page 2
District Name:
Arise H S
Name of Person Completing Form:
Daytime Phone:
Title:

MONTANA OFFICE OF PUBLIC INSTRUCTION
TE03 CERTIFICATION
For Traffic Education Programs
July 1, 2012 to June 30, 2013

ATTENTION:
Submit TE03 CERTIFICATION
with the
TE04 STUDENT LIST
to Driver's License
Examiner and OPI

TE03 CERTIFICATION

☐ Non-CDTP Program ☒ CDTP Program (Notice of TELL (Traffic Education Learner License))

A. NOTICE OF PARTICIPATION

When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer:

I certify that the students listed in **Section A, TE04 Student List**, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on **TE04 Student List**.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official

B. NOTICE OF COMPLETION

When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer:

I certify that the students with completion dates indicated in **Section B** and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Signature, District Administrative Official

C. REIMBURSEMENT REQUEST

When class is completed, submit TE03 and TE04 to the OPI Traffic Education Office:

I certify that the students checked successful or unsuccessful in **Section C, TE04 Student List**, have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of the class, and so checked on the form, is ineligible for state reimbursement.

Signature, District Administrative Official

Questions? call OPI Traffic Education (406) 444-4432 or (888) 231-9393 ext. 4432
Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202591, Helena, MT 59620-2591 www.opi.mt.gov

Page 1
District Name:
Arise H S
Name of Person Completing Form:
Daytime Phone:
Title:

MONTANA OFFICE OF PUBLIC INSTRUCTION
TE04 STUDENT LIST
For Traffic Education Programs
July 1, 2012 to June 30, 2013

ATTENTION:
Submit TE04 STUDENT LIST
with the
TE03 CERTIFICATION
to Driver's License
Examiner and OPI

Teacher(s):
CARNEY, SUSAN M

| SECTION A | | | | | SECTION B | | SECTION C | |
|--------------------------------|------------|---------------------|---|--|-----------------------|----------------------------|--------------------------|--------------------------|
| Name of Students Participating | Birthdate | Date Course Started | Issue Date Traffic Education Permit (TEP) | Issue Date TE Learner's License (TELL) | Date Course Completed | Students Completing Course | | |
| | | | | | | Successful | Waive Test | Waive |
| | | | | | | Yes | No | Waive |
| 1 Rankin, Jeannette Pickering | 06/11/1980 | 07/02/2012 | 07/02/2012 | 08/01/2012 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Toole, Kenneth Ross | 08/06/1980 | 07/02/2012 | 07/02/2012 | 08/01/2012 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Total Students Eligible for Reimbursement: 0

Questions? call OPI Traffic Education (406) 444-4432 or (888) 231-9393 ext. 4432
Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202591, Helena, MT 59620-2591 www.opi.mt.gov

To create a pdf copy of your TE03 and TE04, click the **PRINT STUDENT LIST** button at the bottom of the screen.

Save Back Student List saved successfully.

Print Student List

Print Certificates of Completion

Print TELL Permits

TE03 Certification & TE04 Student List

Step 3: Input Completion Dates

Finalize Student List showing Student Progress

If **Course Completion Date** has changed, enter final date and verify by clicking box and then **SAVE**.

Student List Status: 1. Input Student List 2. Issue TE Learner Permits 3. Input Completion Dates 4. Confirm Final Student List

School: Arlee High School

Date Course Started: 07/02/2012 Actual Course Completion Date: 08/25/2012 ☐ Actual Course Completion Date is Correct [Save](#)

[Assign YES and Completion Date for ALL Students](#) PLEASE REVIEW and EDIT the list

Then, click this long blue button to automatically enter the date into the form's **Date of Completion** column.

Actual Course Completion Date: 08/25/2012 ☒ Actual Course Completion Date is Correct [Save](#)

[Assign YES and Completion Date for ALL Students](#) PLEASE REVIEW and EDIT the list



TE03 Certification & TE04 Student List

Step 3: Input Completion Dates

Finalize Student List showing Student Progress

Assign YES and Completion Date for ALL Students

PLEASE REVIEW and EDIT the student list for exceptions.

When you click here the date goes here and the columns change from NO to YES (Waive Driving Test must be manually changed to Yes).

Last Changed:

by Last Name:

Apply Student Filter

Clear Filter

998

| | Date Course Started | TEP Issue Date | TELL Issue Date | Waive Test Knowledge | Date Course Completed | Successful Completion | More Than 50% | Waive Test Driving | |
|----|---------------------|----------------|-----------------|----------------------|-----------------------|-----------------------|---------------|--------------------|------|
| 30 | 07/02/2012 | 07/02/2012 | 08/01/2012 | Yes | 08/25/2012 | Yes | Yes | No | Edit |
| 30 | 07/02/2012 | 07/02/2012 | 08/01/2012 | Yes | 08/25/2012 | Yes | Yes | No | Edit |

TE03 Certification & TE04 Student List

Step 3: Edit Individual Students

Finalize Student List showing Student Progress

| Date Course Started | TEP Issue Date | TELL Issue Date | Waive Test Knowledge | Date Course Completed | Successful Completion | More Than 50% | Waive Test Driving | |
|---------------------|----------------|-----------------|-------------------------------------|-----------------------|--|-------------------------------------|--------------------------|------------------------|
| 07/02/2012 | 07/02/2012 | 08/01/2012 | Yes | 08/25/2012 | Yes | Yes | No | Edit |
| 07/02/2012 | 07/02/2012 | 08/01/2012 | <input checked="" type="checkbox"/> | 08/25/2012 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Update |

If a student fails the Knowledge Test, uncheck this box.

If a student has a different completion date, change it here.

If a student did not successfully complete the course, click No.

If a student passes the Driving Test, check this box.

When done editing, click **UPDATE**.

If a student dropped the course before they could complete 50% of the classroom instruction and 50% of the drives, uncheck the More Than 50% box.



TE03 Certification & TE04 Student List

Step 4: Confirm Final Student List

Check the last two certifications to finalize the list

District Authorized Representative (AR) needed for this approval.

☒ NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing minimum age.

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406
Date Certified: 8/17/2012

District Authorized Representative (AR) needed for this approval.

☒ REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I am completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: 2

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406
Date Certified: 8/17/2012

- When all the student data is updated and final, check the **Notice of Completion** and **Reimbursement Request**, electronically sign the certification and click **SAVE**.
You're done with Step 4!
 - You can now print the form for the Driver Examiner or County Treasurer.
- AND
- You can print Certificates of Completion for the students.

TE03 Certification & TE04 Student List

Print Certificates of Completion

[Save](#) [Back](#) **Student List saved successfully.**

[Print Student List](#) [Print Certificates of Completion](#) [Print TELL Permits](#)



Montana Traffic Education *Certificate of Completion*

Jeannette Pickering Rankin, Birthdate 06/11/1980, successfully completed the Arlee High School Traffic Education Program which was conducted from 07/02/2012 through 08/25/2012.

An approved Montana Traffic Education program consists of:

- a minimum of **25** instructional student-contact **days** for each student,
- at least **60 hours** of structured **Traffic Education** learning experiences,
- including **6 hours of in-traffic Behind-The-Wheel (BTW) training**,
- all provided by a Montana Office of Public Instruction approved Traffic Education instructor.

Traffic Education Teacher Signature
Arlee High School

08/25/2012

Date



Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

TE03 Certification & TE04 Student List



**Thank you for submitting your Student List and
Certifications via the OPI's
TRAFFIC EDUCATION DATA AND REPORTING
SYSTEM (TEDRS)!**

Questions – call OPI-Traffic Education (406) 444-4432